



PATRICIA S. PLOEHN, LCSW
Director

County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

425 Shatto Place, Los Angeles, California 90020
(213) 351-5602

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September 15, 2010

Dear Prospective Contractor:

**ADDENDUM NUMBER FIVE TO REQUEST FOR STATEMENT OF QUALIFICATIONS
(RFSQ) EDUCATION CONSULTANT SERVICES (CMS# 09-007)**

The County of Los Angeles Department of Children and Family Services (County) has issued this Addendum Number Five to Request for Statement of Qualifications (RFSQ) Education Consultant Services (CMS# 09-007) to incorporate the revisions as provided below. A prospective contractor's failure to incorporate the requirements of this Addendum Number Five may result in their Statement of Qualifications (SOQ) not being considered, as determined at the sole discretion of the County.

In accordance with Part A, Section 4.2, the County is announcing a new period for submitting Statements of Qualifications (SOQs) under the RFSQ. **RFSQ, CMS# 09-007, is attached and contains the following revisions:**

A. Delete in its entirety Subsection 4.1 of Part A, OVERVIEW, and replace with the following revised Subsection 4.1:

4.1 The following timetable represents the County's best estimate of the schedule that shall be followed in this procurement process. County reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary. Notification of any adjustment to the timeline shall be provided to any prospective contractor who requests a copy of the RFSQ.

- Release RFSQ: September 15, 2010
- Submission Deadline for Request for Solicitation Requirements Review: October 1, 2010.
- RFSQ Conference: September 29, 2010
- Questions and Answers Released: October 6, 2010
- Deadline for SOQ Submission: October 15, 2010
- Anticipated Contract Start Date: on or about May 5, 2011

"To Enrich Lives Through Effective and Caring Service"

- B. Delete in its entirety Subsection 5.1 of Part A, OVERVIEW, and replace with the following revised Subsection 5.1:

- 5.1 In order to assist and provide clarification on any issues related to the RFSQ a conference has been scheduled for Wednesday, **September 29, 2010 at 1:00 p.m. in the 4TH floor Conference Room.**

Attendance at the conference is optional for prospective contractor, but is **STRONGLY recommended.**

DCFS Headquarters
425 Shatto Place, 4th floor Conference Room
Los Angeles, California 90020

- C. Delete in its entirety Subsection 5.2 of Part A, OVERVIEW, and replace with the following revised Subsection 5.2:

- 5.2 Prospective contractor may submit written questions regarding this RFSQ by mail, fax, or e-mail to the Contract Analyst identified below. All written questions must be received on **Friday, October 1, 2010 by 5:00 PM.** No questions will be accepted after this date.

- D. Delete in its entirety Section 8.0, CONTRACT PERIOD AND RECOMMENDATION OF AWARD, of Part A, OVERVIEW, and replace with the following revised Section 8.0:

8.0 CONTRACT PERIOD AND RECOMMENDATION OF AWARD

The term of each proposed Contract will be from date of execution through June 30, 2011 with two, one-year options to renew the Contract at the sole option of the County. Contract is scheduled to commence on or about May 5, 2011, or upon approval by the County's Board of Supervisors, which ever is later. Refer to Part G, Sample Contract (Unique Terms and Conditions, Section 2.0, Term). However, the County shall solely determine whether or not to enter into any contract as a result of this RFSQ and the start date may vary from that stated.

- E. Delete in its entirety Section 9.0, PRICING METHODOLOGY AND BUDGET, of Part A, OVERVIEW, and replace with the following revised Section 9.0:

9.0 PRICING METHODOLOGY AND BUDGET

- 9.1 This is a firm-fixed price Contract. The County will pay contractor each month one-twelfth (1/12) of the Maximum Annual Contract Sum, up to

\$72,000, in accordance with Part G, Section 3.0, Contract Sum, and Section 5.0, Invoices and Payments.

- 9.2 The County has identified funding and is looking to fund one (1) contract and develop a pool of qualified individuals.

- F. Delete in its entirety Subsection 2.1 of Part B, RFSQ GENERAL INFORMATION, and replace with the following revised Subsection 2.1:

2.1 The request for a Solicitation Requirements Review is received by the department by the end of the 12th business day from the release date of the RFSQ or by Friday, October 1, 2010, which ever is later.

- G. Delete in its entirety Subsection 2.5 of Part B, RFSQ GENERAL INFORMATION, and replace with the following revised Subsection 2.5:

2.5 The Solicitation Requirements Review shall be completed and the Department's determination shall be provided to the prospective contractor, in writing, within a reasonable time prior to the SOQ due date.

All Requests for Review should be submitted to:

Kim Foster, Senior Manager
Department of Children and Family Services
Contracts Administration
425 Shatto Place, Room 400
Los Angeles, California 90020

- H. Delete in its entirety Subsection 6.1 of Part B, RFSQ GENERAL INFORMATION, and replace with the following revised Subsection 6.1:

6.1 Unless otherwise instructed in this RFSQ, any contact regarding or related to this RFSQ must be in writing and directed to the following:

Kim Foster, Senior Manager
Department of Children and Family Services
Contracts Administration
425 Shatto Place, Room 400
Los Angeles, California 90020

- I. Delete in its entirety Section 29.0 of Part B, RFSQ GENERAL INFORMATION, and replace with the following revised Section 29.0:

29.0 SUBCONTRACTING

Contractor shall not subcontract any tasks of this contract. Any attempt by Contractor to subcontract performance of any terms of the Contract, in whole or in part, shall constitute a material breach of the terms of the Contract.

- J. Delete in its entirety Subsection 2.4.1.12 of Part C, INSTRUCTIONS TO PROPOSERS, and replace with the following revised Subsection 2.4.1.12:

2.4.1.12 Service Locations (Form 10)

The County will determine the recommendation of a contract award based on the needs of DCFS regional offices. Some regional offices are paired and will be served by one contractor. The location of DCFS regional offices may change, at the County's discretion. Prospective contractor agrees to continue to provide services at the new location, or at a location assigned by the County Program Manager.

- K. Add Subsection 2.4.3.7 to Section 2.4.3, Section C, Required Attachments, of Part C, INSTRUCTIONS TO PROPOSERS:

2.4.3.7 Proposals that fail to comply with the certification requirements of the Defaulted Tax Program will be considered non-responsive and excluded from further consideration. Complete Attachment K and submit with SOQ.

- L. Delete in its entirety Subsection 3.1 of Part C, INSTRUCTIONS TO PROPOSERS, and replace with the following revised Subsection 3.1:

3.1 The closing date and time for SOQ submission is **Monday, October 18, 2010 at 5:00 PM**. It is the sole responsibility of the prospective contractor to see that its SOQ is received before the submission deadline. Prospective contractor shall bear all risks associated with delays in the U.S. Mail or other courier service. Any SOQs received after the scheduled closing time for receipt of SOQs may be returned to the sender unopened, at the County's sole discretion.

- M. Delete in its entirety Part D, STATEMENT OF QUALIFICATIONS SUBMISSION PACKET, and replace with Part D, STATEMENT OF QUALIFICATIONS SUBMISSION PACKET (revised).

- N. Delete in its entirety Part E, SELECTION PROCESS AND EVALUATION CRITERIA, and replace with Part E, SELECTION PROCESS AND EVALUATION CRITERIA (revised).
- O. Delete in its entirety Part G, SAMPLE CONTRACT, and replace with Part G, SAMPLE CONTRACT (revised).
- P. Delete in its entirety Part H, STATEMENT OF WORK, and replace with Part H, STATEMENT OF WORK (revised).

Please refer to the revised RFSQ attached to this Addendum Number Five.

Except as provided by addendum, all other terms and conditions of the RFSQ remain unchanged.

Should you have any questions, please contact Maria Reza, Contract Analyst at (213) 351-5754 or email at: rezam@dcfs.lacounty.gov.

Sincerely,



Ron Rios, Assistant Manager
Contracts Administration

RR:MR